



202 Carnegie Center
P.O. Box 5226
Princeton, New Jersey 08543-5226
609.924.0808 *main* | 609.452.1888 *fax*
www.hillwallack.com

Writer's Direct Dial: (609) 734-6314
jodonohue@hillwallack.com

May 5, 2014

Honorable Lois H. Goodman
United States Magistrate Judge
Clarkson S. Fisher Building & U.S. Courthouse
402 East State Street
Trenton, NJ 08608

Re: Shavel Associates v. Anand Internatinoal, et al
Case No.: 12-cv-7318-PGS-LHG

Dear Judge Goodman:

We represent the plaintiff, Shavel Associates, in the above referenced matter. We have a pending Motion to Deem Service Complete or Permit Alternate Service before Your Honor for consideration. We were advised that service was effectuated upon the defendants on May 2, 2014. We have enclosed affidavits from the Joint Secretary and Legal Advisor of the Ministry of Law and Justice in New Delhi.

We respectfully submit that the Complaint has been served and that a case management conference in order to set deadlines on matters going forward. Thank you for Your Honor's consideration of this matter.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James G. O'Donohue", enclosed within a circular stamp or seal.

James G. O'Donohue

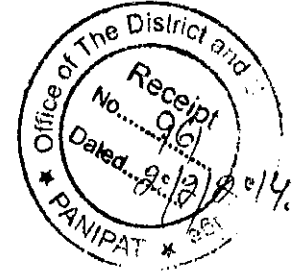
JGO:mm
Enclosure

cc: All counsel of record via ECF

No. 594 Dated 19-2-2014

From:

Amit Garg,
Civil Judge (Senior Division),
Panipat.



To

Sh. M. A. Kha.: Yusuf,
Joint Secretary and Legal Adviser,
Government of India, Ministry of Law
And Justice Department of Legal Affairs,
Shastri Bhawan, New Delhi-110001.
(Through Proper Channel)

Subject:- Service of notices in case Civil Action No. 12-7318 PGS case titled as SHAVEL ASSOCIATES, INC (Plaintiff) Vs. ANAND INTERNATIONAL, et al (Defendant)

Respected Sir,

With reference to your office No. F.No.12(387)/12-Fdated Nil on the subject cited above.

I have the honour to forward herewith the copy of summons along with the reports dated 17.02.2014 of Sh. Jai Pal, Bailiff of the following parties for onward transmission to the Joint Secretary (Judicial), Ministry of Law & Justice, Shastri Bhawan, New Delhi:

Sr. No.	Name of the parties	Report
1.	Defendant :Anand International Firm, Sector-29, Panipat, HARYANA	Refused by Proprietor Suresh Garg but served through his accountant Shri Vikash
2.	Defendant :Suresh Garg	Refused by Suresh Garg but served through his accountant Shri Vikash
3	Defendant :Rakesh Garg	served through accountant Shri Vikash
4	Defendant :Komal Garg	served through accountant Shri Vikash

Thanking you,

Yours faithfully,

(Amit Garg) *19-2-2014*

Sir,

After reaching in Anand International Firm, Sector-29, Panipat Prop of Anand International Firm Komal Garg was searched out many times but she was not found present there. On dated 17.2.2014 at 1.20 P.M, the summon was served through Vikas accountant on behalf of Komal Garg by giving him one copy of complaint and summon.

Report submitted please.

Sd/-

Jai Pal, Baliff. 17.02.2014.

Affidavit.

I solemnly state that my aforesaid
Report is true and correct.

Sd/-Jai Pal, Baliff. 17.2.2014.

Attested

Sd/-

Civil Nazir to

CJ(SD), Panipat. 18.02.2014.

Sir,

Last and final report of Baliff.

(Anand International Prop. Suresh Garg Refused and served
through Accountant Vikas)

Submitted

Sd/-

Bhag Singh, Naib Nazir, Panipat.

18.2.2014.

Case 3:12-cv-07318-PGS-LHG Document 28 Filed 06/13/13 Page 8 of 8 PageID: 299

AO 440 (Rev. 12/09) Summons in a Civil Action (Page 2)

Civil Action No. 12-7318 PGS

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

This summons for (name of individual and title, if any) Komal Garg Shovel Associated, Inc.
 was received by me on (date) _____

- ☐ I personally served the summons on the individual at (place) at Sect. 28, Huda, Faridkot
Amard Intermodal etc.
 on (date) 17-02-2014; or
- ☐ I left the summons at the individual's residence or usual place of abode with (name) Komal Garg
 _____, a person of suitable age and discretion who resides there,
 on (date) 17-02-2014 and mailed a copy to the individual's last known address; or
- ☐ I served the summons on (name of individual) Komal Garg through Account who is (Vikash)
 designated by law to accept service of process on behalf of (name of organization) _____
 on (date) 17-02-2014; or

☐ I returned the summons unexecuted because _____; or

- ☐ Other (specify): Service got effected on Vikash Account of the said firm on behalf of Komal Garg as he was not present in field SPA despite repeated efforts.
 My fees are \$ _____ for travel and \$ _____ for services, for a total of \$ 000.

I declare under penalty of perjury that this information is true.

Date: _____

Server's signature

Jai P. Singh

Printed name and title

Shovel Associated, Inc.
Amard Intermodal etc.Saraj Singh Bhatia

Server's address

Saraj SinghDistrict Court
Faridkot

Additional information regarding attempted service, etc:

Case 3:12-cv-07318-PGS-LHG Document 28 Filed 06/13/13 Page 1 of 3 PageID: 292

AO 440 (Rev. 12/09) Summons in a Civil Action

UNITED STATES DISTRICT COURT

for the
District of New Jersey

SHAVEL ASSOCIATES, INC.

Plaintiff

v.

ANAND INTERNATIONAL, et al

Defendant

Civil Action No. 12-7318 PGS

SUMMONS IN A CIVIL ACTION

To: (Defendant's name and address) ANAND INTERNATIONAL

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

JAMES GREGORY O'DONOHUE
HILL WALLACK
202 CARNEGIE CENTER
PRINCETON, NJ 08543-5226
609-924-0808

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

WILLIAM T. WALSH

CLERK OF COURT

Date: 06/13/2013

Beth J. Jomah
Signature of Clerk or Deputy Clerk

विकाश

Recd.
Vikas

PTD:- 17/02/2014

Seventeen February Two Thousand Fourteen

Time = 01:20 PM

श्रीमान जी

Dear

पानीपत सेक्ट 29 आनन्द इंटर नेशनल
फर्म पर एक सुरेश गार्ग आज तिथी 17-2-2014
को हाजिर किया उसका समन तामिल करने
के लिए कहा तो उसने साफ इंकार कर
दिया जबानी कहा कि मेरे अकाउंटेंट को
दे हा आज तिथी 17-2-2014 को 1 घंटे
कर 20 मीन्ट पर विकाश अकाउंटेंट को
एक घंटे समन व दावा कापी दे कर
तामिल बजारिय कराई गई रिपोर्ट ये रा है

व्याप्त हुआ

हैं हस्ताक्षर करवाए गए हैं
अपर लिखित (अर्थात् किने) को
कहा है।

Joipal Singh B.O.C. 17-2-2014
18-2-2014

Joipal Singh B.O.C.

ATTESTED

I.O.C./C.N. to C.J.P.
PANDIT

18-2-2014

Amend incorporation
prop. security
= Refused
General Manager
Accountant
with
18/2/2014

Sir,

After reaching Anand International Firm, Sector-29, Panipat Prop. of Anand International Fir, Sh. Suresh Garg was present there on 17.2.2014. He refused to receive the summon directly and stated to receive the same to his accountant. On dated 17.2.2014 at 1.20 P.M, the summon was served through Vikas the accountant by giving him one copy of complaint and summon.

Report submitted please.

Sd/-

Jai Pal, Bailiff. 17.02.2014.

Affidavit.

I solemnly state that my aforesaid Report is true and correct.

Sd/-Jai Pal, Baliff. 17.2.2014.

Attested

Sd/-

Civil Nazir to

CJ(SD), Panipat. 18.02.2014.

Sir,

Last and final report of Baliff.

(Anand International Prop. Suresh Garg Refused and served through Accountant Vikas)

Submitted

Sd/-

Bhag Singh, Naib Nazir, Panipat.

18.2.2014.

Case 3:12-cv-07318-PGS-LHG Document 28 Filed 06/13/13 Page 2 of 8 PageID: 293

AO 440 (Rev. 12/09) Summons in a Civil Action (Page 2)

Civil Action No. 12-7318 PGS

PROOF OF SERVICE*(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (f))*

This summons for (name of individual and title, if any) Anand International Firm, Shavel Associates, Inc.
 was received by me on (date) 31-01-2014 & Anand International etc.

☐ I personally served the summons on the individual at (place) at Sector-29, HUDA, Faridabad
 on (date) 17-02-2014 ; or

☐ I left the summons at the individual's residence or usual place of abode with (name) Anand International
 , a person of suitable age and discretion who resides there,
 on (date) 17-02-2014 , and mailed a copy to the individual's last known address; or

☐ I served the summons on (name of individual) Anand International Firm ^{who is} Vikas (Accountant)
 designated by law to accept service of process on behalf of (name of organization) Anand Int'l Firm
17-02-2014 on (date) 17-02-2014 ; or

☐ I returned the summons unexecuted because _____ ; or

☐ Other (specify): Service got effected on Anand International Firm's
through Vikas Accountant of the said firm as the
prop. clearly refused to accept the summons.
 My fees are \$ _____ for travel and \$ _____ for services, for a total of \$ 0.00

I declare under penalty of perjury that this information is true.

Date: _____

Server's signature

Jai Pal B.O.C.

Printed name and title

SHAVEL ASSOCIATES, Inc
& Anand International etc.

Jai Pal, Baliff Serving Agency, District Court
Pam Pahr Server's address

Additional information regarding attempted service, etc:

Case 3:12-cv-07318-PGS-LHG Document 28 Filed 06/13/13 Page 3 of 8 PageID: 294

AO 440 (Rev. 12/09) Summons in Civil Action

293
m. J. Singh
30-1-13
Return envelope

UNITED STATES DISTRICT COURT

for the
District of New Jersey

SHAVEL ASSOCIATES, INC.

Plaintiff

v.

ANAND INTERNATIONAL, et al

Defendant

Civil Action No. 12-7318 PGS

SUMMONS IN A CIVIL ACTION

To: (Defendant's name and address) SURESH GARG

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

JAMES GREGORY O'DONOHUE
HILL WALLACK
202 CARNEGIE CENTER
PRINCETON, NJ 08543-5226
609-924-0808

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

WILLIAM T. WALSH

CLERK OF COURT

Date: 06/13/2013

Beth G. Walsh
Signature of Clerk or Deputy Clerk

7/02/21
Place
Vikas
DTD - 17/02/2014
Seventeen February Two thousand fourteen
Time - 01:20 PM
Dewi.
गोगिन जी

श्रीमान जी
पानीपत सेक्टर 29 आनन्द
इन्टरनैशनल कर्म में जाकर सुरेश गार्ग का
समन तामिल करने के लिए कहा तो उसने
तामिल करने से इन्कार कर दिया जबानी
कहा कि मेरे हफ्ते में अकाउटेन्ट का दूहा
आज तो थी 17-2-2014 को। बजकर 20 मिनट
पर विकाश अकाउटेन्ट को एक परत समन
देकर तामिल बजारीय करार गई रिपोर्ट
पेशा हुई।

व्यान हलका।
 मैं हलक से ब्यान करता हूँ।
 ऊपर लिखी विषयों में से चुनी।

अपर लिखी दिनांक मेरी मुहूर्त
अपर लिखी दिनांक मेरी मुहूर्त

1872-2014

ATTESTED

W.O.B./C.N. to G.J.M.
DANPAT

DATED
18.2.2014

B.O.C. - 821
14
sunokh bog = refused
17 through
nt

3/6/09 = Refused
 served through
 Accountant Wilcock
 6/18/10/14

6
1.8131014

Sir,

Firm

After reaching Anand International Sector-29, Panipat Sh. Suresh Garg was present there on 17.2.2014. He refused to receive the summon directly and stated to receive the same to his accountant. On dated 17.2.2014 at 1.20 P.M. the summon was served through Vikas the accountant by giving him one copy of complaint and summon.

Report submitted please.

Sd/-

Jai Pal, Baliff. 17.02.2014.

Affidavit.

I solemnly state that my aforesaid Report is true and correct.

Sd/-Jai Pal, Baliff. 17.2.2014.

Attested

Sd/-

Civil Nazir to

CJ(SD), Panipat. 18.02.2014.

Sir,

Last and final report of Baliff.

(Anand International Prop. Suresh Garg Refused and served through Accountant Vikas)

Submitted

Sd/-

Bhag Singh, Naib Nazir, Panipat.

18.2.2014.

Case 3:12-cv-07318-PGS-LHG Document 28 Filed 06/13/13 Page 4 of 8 PageID: 295

AO 440 (Rev. 12/09) Summons in a Civil Action (Page 2)

Civil Action No. 12-7318 PGS

PROOF OF SERVICE*(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))*

This summons for (name of individual and title, if any) Suresh Garg, Defendant, Travel Associates
 was received by me on (date) 17-02-2014 Arund International

☐ I personally served the summons on the individual at (place) at Sects. 28, HVDA, Pimpri
 on (date) 17-02-2014; or

☐ I left the summons at the individual's residence or usual place of abode with (name) Arund International
 , a person of suitable age and discretion who resides there,
 on (date) 17-02-2014, and mailed a copy to the individual's last known address; or

☐ I served the summons on (name of individual) Suresh Garg thru Accountant Vikas who is
 designated by law to accept service of process on behalf of (name of organization) Arund International
 on (date) 17-02-2014; or

☐ I returned the summons unexecuted because ✓; or

☐ Other (specify): Service got effected on Suresh Garg through Vikas Accountant of the said firm as the def no 2 (Suresh Garg) refused to accept the summons.

My fees are \$ _____ for travel and \$ _____ for services, for a total of \$ 0.00.

I declare under penalty of perjury that this information is true.

Date: _____

 Server's signature

 Printed name and title

Jai P. B. B.
Travel Associates, Inc.
Arund International

Jai P. B. B.
Pimpri
 Server's address

Additional information regarding attempted service, etc:

Case 3:12-cv-07318-PGS-LHG Document 28 Filed 06/13/13 Page 5 of 8 PageID: 296

AO 440 (Rev. 12/09) Summons in a Civil Action

UNITED STATES DISTRICT COURT

for the

District of New Jersey

SHAVEL ASSOCIATES, INC.

Plaintiff

v.

ANAND INTERNATIONAL, et al

Defendant

Civil Action No. 12-7318 PGS

SUMMONS IN A CIVIL ACTION

To: (Defendant's name and address) RAKESH GARG

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

JAMES GREGORY O'DONOHUE
HILL WALLACK
202 CARNEGIE CENTER
PRINCETON, NJ 08543-5226
609-924-0808

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

WILLIAM T. WALSH

CLERK OF COURT

Date: 06/13/2013

Peth Jomah
Signature of Clerk or Deputy Clerk

श्रीमान जी
पानीपत सेक्टर 29 आनन्द इंटरनशनल
फैक्ट्री में बार-बार जाकर राकेश शर्मा को तलाश
किया तो मोर्चे पर हाजिर नहीं मिला उसकी
तबली से आज तिथी 17-2-2014 को। बजकर
20 मिनट पर एक घात समन के कर दिखाया
अकाउंटेंट को तामिल बजरिय क्लारिफाई
रिपोर्ट देना है। 7-2-2014

Tripal. Singh. B.O.C.

17-2-2.14

• ध्यान हस्तिका •
 मैं हनुमत् से ध्यान कराता हूँ कि
 कपट लिखी जिन्दगी मेरी सारी

Tripathi, Singh, B. & C.

18.2.2014

ATTESTEL

S.S.C./C.N. to C.J.N.P
DAMPAT

18-2-2014

Account: vikash
18/11/14

Sir,

After reaching in Anand International Firm, Sector-29, Panipat Rakesh Garg was searched out many times but he was not found present there. On dated 17.2.2014 at 1.20 P.M, the summon was served through Vikas accountant on behalf of Rakesh Garg by giving him one copy of complaint and summon.

Report submitted please.

Sd/-

Jai Pal, Baliff. 17.02.2014.

Affidavit.

I solemnly state that my aforesaid
Report is true and correct.

Sd/-Jai Pal, Baliff. 17.2.2014.

Attested

Sd/-

Civil Nazir to

CJ(SD), Panipat. 18.02.2014.

Sir,

Last and final report of Baliff.

(Anand International Prop. Suresh Garg Refused and served
through Accountant Vikas)

Submitted

Sd/-

Bhag Singh, Naib Nazir, Panipat.

18.2.2014.

Case 3:12-cv-07318-PGS-LHG Document 28 Filed 06/13/13 Page 6 of 8 PageID: 297

AO 440 (Rev. 12/09) Summons in a Civil Action (Page 2)

Civil Action No. 12-7318 PGS

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

This summons for (name of individual and title, if any) Rakesh Cherg, Shanel Associates, Inc.
 was received by me on (date) 17-02-2014 Anand International

☐ I personally served the summons on the individual at (place) at Sector 29, HUDA, Panipat.
 on (date) 17-02-2014; or

☐ I left the summons at the individual's residence or usual place of abode with (name) Rakesh Cherg through,
Vikash Accountant of firm a person of suitable age and discretion who resides there,
 on (date) 17-02-2014 and mailed a copy to the individual's last known address; or

☐ I served the summons on (name of individual) 17-02-2014 Rakesh Cherg, who is
 designated by law to accept service of process on behalf of (name of organization) Anand International
 on (date) 17-02-2014; or

☐ I returned the summons unexecuted because /; or

☐ Other (specify): Service got effected through Vikash Accountant of
the said firm as Rakesh Cherg was not found on the spot
despite repeated efforts.

My fees are \$ for travel and \$ for services, for a total of \$ 0.00

I declare under penalty of perjury that this information is true.

Date:

Server's signature

Printed name and title

Jai P. B. O. C.
Shanel Associates, Inc.
Anand International

Server's address

Jail Bhaliff, Serving Agency, District Court Panipat

Additional information regarding attempted service, etc:

Case 3:12-cv-07318-PGS-LHG Document 28 Filed 06/13/13 Page 7 of 8 PageID: 298

AO 440 (Rev. 12/09) Summons in Civil Action

UNITED STATES DISTRICT COURT

for the
District of New Jersey

SHAVEL ASSOCIATES, INC.

Plaintiff

v.

ANAND INTERNATIONAL, et al

Defendant

Civil Action No. 12-7318 PGS

SUMMONS IN A CIVIL ACTION

To: (Defendant's name and address) KOMAL GARG

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

JAMES GREGORY O'DONOHUE
HILL WALLACK
202 CARNEGIE CENTER
PRINCETON, NJ 08543-5226
609-924-0808

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

WILLIAM T. WALSH

CLERK OF COURT

Date: 06/13/2013

Beth Gornal
Signature of Clerk or Deputy Clerk

विकास ओक/अंश

Recd.

Sikar

DTD. 17/02/2014

17th February Two Thous. Fourteen

Time = 01:20 PM

Ar Anand International
Auth. Signatory

श्रीमान जी

माननीयत से कहूँ २९ आनन्द इन्टरनेशनल
कम्पनी के मालिक कौमल गार्गी को बार-बार जा
कर तलाश किया तो मो के पर हाजिर
नहीं मिले उनको तरफ से अकाउटेन्ट
विकास हाजिर मिला उसको एक घरत
समन दे कर आज ही थी 17-2-2014 को
। बजकर 20 मिनट पर तामिल बजारिय
कनाई गई रिपोर्ट पेशा हुआ

ध्यान हलक।

वे हलक से ध्यान करता है ।
अपने लिखी रिपोर्ट से ही सही ।
क्या है ।

Jai pal Singh. B.O.C.

17-2-2014

18-2-2014

ATTESTED

• O.C./C.N. to C.J.S.R.

18-2-2014

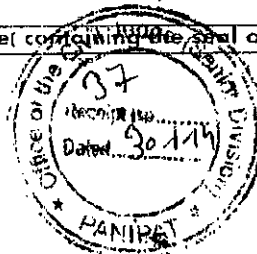
Se. V. Choudhary
Accountant
Vikash
18/2/14

292-95
 F.10.12(387)/12-2
 FTS No. 6125/247/13
 No. 12(80)/2014 Judl
 Department of Legal Affairs
 Judicial Section

The Notice/Summon received for processing under the provision of 'The Hague Convention of 1965 in Civil and Commercial Matters' are sent herewith for taking further necessary action as per details mentioned below. A copy of our OM dated 18.08.2011 has been printed over leaf, which may also be perused for ready reference.

Sl. No.	Particulars of information
1.	As per experience, various foreign authorities are not entertaining our request for legal assistance in such matters if the date of appearance of respondents/hearing of case are less than three months. Due to large no of such requests being received from various courts in India/ foreign authorities, this Department also needs one-two month time in processing the requests in this department as well as the time taken by postal department. Kindly issue a fresh notice/summon providing 4-5 months time in advance for affecting the service in foreign countries.
2.	Kindly send the Notice/summon in original alongwith the copy of petition in duplicate.
3.	Full address of the party and translation of the documents in the official language of requesting country wherever necessary (viz in the case of China, Arabic Countries etc.)
4.	The Central Authority, USA has authorized to receive the summons/notices under Hague Convention of 1965 to an agency, Process Forward International, 433 Yesler Way, Seattle, WA 98104, USA. The Notice/summons for service in USA may therefore be sent directly by the Courts to Process Forwarding International along with the required fee etc. (details available at www.hcch.net).
5.	Ministry of Home Affairs is the nodal ministry and Central Authority for seeking and providing the legal assistance in criminal law matters. Ministry of Home Affairs receives all kind of such requests, examines and takes appropriate action (as per circular no T 4410/14/2005 dated 30.04.2010 of Ministry of External Affairs). Please send the documents to Legal Cell, Internal Security-II Dvsn., MHA, Hall-B, its floor, NDCC-II Building, Jai Singh Road, New Delhi-110001. PH-23438115/8184/8083, Fax-8045, Email-us-legal@mha.gov.in.
6.	The Central Authorities in Canada are charging a cost of Rs. 550.00 Canadian for the process of service under the Hague convention of Service Abroad of Judicial and Extra-Judicial Matters, 1965. The payment, accompanying the documents to be served, must be in the form of a traveller's cheque or a cheque, in the amount of Can \$50. The travellers cheque or cheque must be drawn on a Canadian Bank. The details may be seen at www.hcch.net .
7.	Consulate General of India in Sydney has informed that the Sheriff's Office of NSW levies a fee of AUD 54 for serving summons through their office. The fee could be remitted in favour of the Consulate General of India, Sydney and the details of the 'Head of Account' under which such payment has to be debited be provided for making necessary action. (details available at www.hcch.net).
8.	The documents as received in duplicate in original are sent herewith for taking further necessary action at your end.
9.	The summon/notice sent to the foreign country for service has been received back from them for want of some requirement as mentioned in their report. In order to send a fresh request by completing all procedural requirements as desired by that country, a fresh summon/notice in the matter is required so that this Department could send another request for doing needful in the matter.
10.	Kindly send the request in the prescribed 'Request Form' under the Hague convention of 1965.
11.	Kindly send the original court notice (containing the seal of the court).

23/1/14
 Assistant Legal Adviser (Judl.)



23/1/14
 SO (Judl.)

F.No. 12(77)10Judl
Government of India
Ministry of Law and Justice
Department of Legal Affairs
(Judicial Section)

Shastri Bhawan, New Delhi
Dated 18.8.2011

Office Memorandum

Sub: Service Abroad of Judicial and Extra-judicial Documents under the Hague Convention of 1965/Mutual Legal Assistance Treaties/Reciprocal arrangements with foreign countries in Civil and commercial Matters-regarding

The undersigned is directed to refer to the subject cited above and to state that this Department is the Central authority for service of summons/notices in foreign countries under the provisions of the above Agreements.

2. It has been observed by this Department that a large numbers of documents received from the various courts are incomplete in one respect or the other and it gets quite difficult to process those documents to the foreign countries for service.

3. It is therefore requested to all Registrar Generals of supreme Court/High Courts to circulate the following information to the courts within their jurisdiction with the direction to ensure the particulars of documents before sending the same to this Department:-

S. No	Particulars of information	
1.	Summons/Notices in duplicate shall be issued providing 3 months time in advance this to Department for affecting the service in foreign countries	
2.	Full address of the party and translation of the documents in the official language of requesting country wherever necessary.	
3.	The Central Authority, USA has authorized to receive the summons/notices under Hague Convention of 1965 to an agency, Process Forward International. The Notice/summons for USA may therefore be sent directly by the Courts to Process Forwarding International, 633 Yester Way, Seattle, WA 98104, USA along with the required fee etc.(details available at www.hccb.net).	
4.	Ministry of Home Affairs is the nodal ministry and Central Authority for seeking and providing the mutual legal assistance in <u>criminal law matters</u> . Ministry of Home Affairs receives all kind of such requests, examines and takes appropriate action(as per circular no T4410/14/2006 dated 30.04.2010 of Ministry of External Affairs)	
5.	The Central Authorities in Canada are charging a cost of Rs. \$ 50.00 Canadian for the process of service under the Hague convention of Service e Abroad of Judicial and Extra Judicial Matters, 1965. The payment accompanying the documents to be served must be in the form of a traveller's cheque or a cheque, in the amount of Can \$50 per request. The travellers cheque or cheque must be drawn on a <u>Canadian Bank</u> . The details may be seen at www.hccb.net	
6.	Consulate General of India in Sydney has informed that the Sheriff's Office of NSW levies a fee of AUD 54 for serving summons through their office. The fee could be remitted in favour of the Consulate General of India, Sydney and the details of the 'Head of Account' under which such payment has to be debited be provided for making necessary action.. (details available at www.hccb.net)	
7.	This Department process the service of summons/notices in civil and commercial matters issued by an Indian court for service on a person residing in a foreign country with which there is any reciprocal arrangement. The list of member State/non-member State may be seen at www.hccb.net	

4. Since the number of requests from various courts on the subject has increased to manifold, the incomplete documents received in this regard will be returned to the court concerned with a copy of this circular

5. This issues with the approval of Hon'ble MLJ

M.A. Khan YusuB
(M.A.Khan YusuB)
Joint Secretary and Legal Adviser